



## Job Advert: Parish Clerk & Responsible Financial Officer

### Barton Seagrave Parish Council

Part-time • Permanent • 30 Hours per week • Salary: SCP 18-21 depending on experience (£16.35 - £17.18 hourly rate)

Barton Seagrave Parish Council is seeking an organised, confident, and community-focused individual to join us as our Parish Clerk and Responsible Financial Officer (RFO). This is a key role at the heart of the Council's work, supporting councillors, managing our finances, and ensuring the smooth running of our governance and administration.

### About the Role

The Clerk is the Council's Proper Officer, responsible for day-to-day operations, preparing agendas and minutes, providing professional advice, and ensuring the Council meets all its legal duties. As RFO, you will manage the Council's accounts, budgeting, payments, and audit processes.

The role is part-time and includes some evening meetings. Working hours can be flexible. The role is based at Barton Seagrave Village Hall, and some home working may be possible after agreement with the Chair and depending on the Council's arrangements.

### What We're Looking For

We are seeking someone who is:

- Highly organised, accurate, and able to work independently
- Confident in managing staff or supervising contractors
- Comfortable handling finances, budgeting, and record-keeping
- Skilled in administration, communication, and IT
- Able to work professionally with councillors, residents, and partner organisations

- Willing to attend training and develop professionally (CiLCA support available)

Experience in local government is helpful but not essential — we welcome applicants with transferable skills and a willingness to learn.

## Key Responsibilities

- Preparing agendas, attending meetings, and producing accurate minutes
- Managing the Council's finances, including budgeting, payments, and audit
- Obtain quotes from contractors and suppliers, ensuring value for money and compliance with council procurement procedures.
- Line management of Village Hall staff and ensuring effective performance
- Handling correspondence, maintaining records, and supporting councillors
- Managing contracts, insurance, assets, and risk assessments
- Acting as the Council's representative when required
- Supporting community engagement and communication

## What We Offer

- A varied and rewarding role supporting your local community
- Salary in line with NJC pay scales
- Flexible working arrangements
- Training and professional development opportunities, including CiLCA
- A supportive and committed team of councillors
- This role is subject to a DBS check.

## How to Apply

To apply, please send your CV and a short covering statement of no more than 800 words explaining your suitability for the role to **[nicola.currall@bartonseagrave-pc.gov.uk](mailto:nicola.currall@bartonseagrave-pc.gov.uk)**

To request the application pack please contact **[nicola.currall@bartonseagrave-pc.gov.uk](mailto:nicola.currall@bartonseagrave-pc.gov.uk)** or please see Barton Seagrave Parish Council Web site:

**<https://bartonseagraveparishcouncil.org.uk/>**

The selection process will include an initial sift and interview.

**Closing date: Friday 6<sup>th</sup> March 2026**